

**Board of Selectmen
Minutes of Joint Meeting w/Finance Committee
February 13, 2013**

I. Call to Order/Roll Call

Selectmen Chairman Paul Salafia called the Joint Meeting of the Board of Selectmen and Finance Committee to order at 7:02 P.M. in the Selectmen's Conference Room at the Town Offices. Present were: Roll Call – Chairman Salafia-Y and Selectmen Dan Kowalski-Y and Alex Vispoli-Y. Also present: Town Manager Buzz Stapczynski and Assistant Town Manager Steve Bucuzzo. The meeting was duly posted and cable-cast live.

Finance Committee Chairman S. Jon Stumpf opened the meeting for the Finance Committee at 7:02 P.M. Present from the Finance Committee were: Roll call – Joanne Marden, Mark Merritt, Margaret Kruse, Paul Fortier, Greg Serrao, and Linn Anderson.

II. Opening Ceremonies

Chairman Salafia asked for a Moment of Silence followed by the Pledge of Allegiance.

III. FY-2014 Budget Presentation

▪ Community Services

Community Services Director Mary Montbleau and Assistant Director Kim Stamos distributed the DCS Catalog which displays the new DCS website launched last month and their new DCS logo, Community – Recreation – Together! On-line registration accounted for 34% of their registrations last year. A review of the organization chart shows no change since last year with five full-time employees – two of which are funded through the Revolving Account and three funded through the Operating Budget which reflects an increase in their seasonal salaries since the Summer Program is their largest program offered. The budget also reflects an increase of \$10,000 for a chemical treatment at Pomp's Pond which has not been done since 2008.

	<u>FY-13</u>	<u>FY-14</u>	<u>+/-</u>
Personnel Services	\$429,363	\$441,003	\$11,640
Expenses	\$233,120	\$240,120	\$10,000
Sale of Service	<u>\$536,000</u>	<u>-543,000</u>	<u>\$ -7,000</u>
Total	\$126,483	\$141,123	\$14,640

Their revenue for FY-2012 totaled \$980,366 – \$20,000 short of \$1M which includes Operating Sale of Service and Revolving Account Revenues. The Revolving Account funds the concession stand at Poms Pond, trips, events, preschool and Summer programs, Recreation Park, Leagues and two full-time employees.

The Community Services Division is responsible for the infrastructure around Pumps Pond and costs associated with the programs they run. This Summer on August 1st, they will be celebrating 90 years of swimming at Pump's Pond and are planning a party to commemorate the occasion.

Highlights of the past year include the new logo, website, www.andoverdcs.com, the payroll thumbprint technology used throughout the summer with seasonal staff, and regional collaborations between local businesses, recreation networks, schools, and their staff.

The Community Services Division continues to encounter challenges with flexibility in the use of school facilities during school vacations and in the summer, not being able to send home flyers in backpacks, exclusion from sports fields due to contracts with teams, use of facilities during the day, and weather especially during the summer months.

This year, they are requesting the amount of \$21,000 to address the hill erosion at Pump's Pond as the whole hill has been compromised. They will continue to work with the DPW and Plant & Facilities Department to assist with improving the area. They also support improvements for playground equipment, AHS Tennis Courts and the Reichhold Property.

▪ Elder Services

Director of Elder Services Kathy Urquhart presented the FY-2014 Budget for Elder Services which includes The Center at Punchard, the Council on Aging, and Elder Services. The new name for the Senior Center, "The Center at Punchard" is reflective of the large population of residents served who do not consider themselves seniors. The over sixty population in Andover has reached 6,647 which is an increase of 28% over ten years.

There are twelve members on the Council on Aging appointed by the Town Manager and serve a three year term. Elder Services Organization Chart is divided into four sections: Recreation-Fitness-Education; Administration; Social Services; and Health and Nutrition. Their budget reveals an increase in personnel costs due to COLA increases and Expenses increased \$167,640, and revenue from grants and sales of service has declined:

	TM's Rec <u>FY-2013</u>	Revised <u>FY-2014</u>	<u>FY-2014</u>
Personnel Services:	\$504,391	\$515,633	\$535,633
Expenses	\$162,355	\$162,640	\$167,460
Grants/Sale of Service:	<u>-116,000</u>	<u>-111,000</u>	<u>-109,000</u>
Total:	\$550,746	\$567,273	\$594,273

<u>Staffing:</u>	<u>FY-13</u>	<u>FY-14 TM REC</u>	<u>FY-14 Revised</u>
Full-time	6.0	6.0	6.0
Part-time	<u>5.1</u>	<u>5.1</u>	<u>5.6</u>
Total	11.1	11.1	11.6

They need a .5 position for a bus driver which would be for 19 hours, no benefits. The position would provide them the ability to service another 20 residents per day and add approximately \$20,000 to their budget. It is an essential position that would increase program participation.

Challenges to their programs include a 25% reduction in nutritional funding in FY-12 (\$9,000) and an additional 17% in FY-13 (\$2,000), increase in the demand for meals on wheels, town budget – per capita amount has decreased, and continued growth in the 50+ population requesting expanded hours for programming. Over the next five years, they plan to continue to build a positive profile of The Center at Punchard, build community involvement, housing and partnerships, maximize the efficiency and use of their space as well as partnering for space with the Youth Center, and providing a broad range of services including transportation, programs, and opportunities for volunteers (currently have over 300 volunteers working in School and Town Departments).

A warrant article has been submitted by the Council on Aging in the amount of \$25,000 to study the HVAC system to make the East Wing more energy efficient. The Town Manager said there may be funds in this year's budget for this type of request. If so, the Board would vote to not insert the warrant article.

- Youth Services

Youth Services Director Bill Fahey and Assistant Director Glenn Wilson provided a review of what the Youth Services Division has provided over the past year through the implementation of recreational, educational, social and support programs to connect and interact with young people and connect them to something positive. Over 7,000 young people participated in 175 programs in 2012. New programs in the works include a middle school cross-country track program.

Highlights of the year include the RISE Program which is a Special Education Summer Program between the School Department and AYS; the Green Team providing employment for youth through work/mentoring with the DPW and Plant & Facilities Department; Kick Butt for Girls – a Youth Empowerment Program for young girls establishing self-esteem and Stand-up to Bullying which is a partnership with the schools to create and implement workshops to encourage youth to speak out and stand up against bullying.

The Youth Services Budget for FY-2014 includes \$294,861 for Personnel Services, \$52,510 in Expenses for a total of \$347,321 for FY-2014. There is an increase of \$8,500 in expenses and \$62,410 in salary increases due to COLA, retroactive increases, longevity, and seasonal help. Expenses have increased due to payments for the use of the schools to run their programs which includes rental of the AHS Field House and since they took over the Merrimack Junior Theatre, they paid \$2,000 for the rental of the DMS Auditorium. It is still a point of concern that there is a charge for the use of community facilities for community events and feel this policy needs to be addressed.

They would like \$100,000 for upgrades to the rink at Rec Park to turn it into an inline rink and make it a multi-use facility. However, this year their focus is on the Youth Center Building Project. The Youth Center footprint will be smaller with the intent of breaking ground this August. Youth Foundation Director Diane Costagliola said the Youth Center Building is on track to move forward and although fundraising has been a bit slower it is still coming together.

The CIP Article School – 7 in the amount of \$3.2M addresses the parking area for the Doherty Middle School Area, Elder Services, and the Youth Center; it makes sense to renovate this area one time. The Town Manager said the cost breakdown of this extensive project will be discussed at the February 27th Joint Meeting.

IV. Adjournment

At 9:29 P.M. on a motion by Selectman Kowalski and seconded by Selectman Vispoli the Board motioned to adjourn. Roll call: Selectman Kowalski-Y, Selectman Vispoli-Y, and Chairman Salafia-Y.

On a motion duly made and seconded, the Finance Committee motioned to adjourn.

Respectfully submitted,

Dee DeLorenzo, Recorder

Documents: Elder Services Handout
DCS Snapshot and Catalog